



SAINT PAUL. YOUTH JOBS.

PAID SUMMER INTERNSHIP IN YOUTH/WORKFORCE DEVELOPMENT CITY OF SAINT PAUL, RIGHT TRACK YOUTH JOBS 02 PROGRAM

Title: Right Track Job Coach
(2-4 positions reporting to the Right Track Manager)

Hours: Some training hours in May. Average of 25-35 hours/week beginning June 1 through August 15, 2015. Hours will be weekdays, primarily morning and afternoon hours with the possibility of occasional evenings. Plan to work full time for the first week in June.

Pay range: \$15/hour plus parking/mileage reimbursement

Right Track Job Coach Position Description:

The Right Track Job Coach will train and mentor Right Track Youth Jobs 02 (YJ02) participants throughout the course of the summer. The position will require planning and facilitating weekly training workshops for youth placed in professional summer internships with corporation such as EcoLab and Xcel Energy, small businesses throughout St. Paul, and some nonprofit and community-based organizations.

Job coaches will lead weekly two-hour development sessions for youth interns. These meetings will include discussions of work experiences and issues, check-ins about progress on individual summer learning goals, and workshops on various work readiness and job skills topics. Workshops will cover topics such as resume writing and interviewing, but there will also be an emphasis on developing 21st Century Skills including collaboration, problem solving, and verbal communication.

Job coaches will also act as a liaison between Right Track participants and worksite supervisors. The coaches will conduct site visits and be called upon to help troubleshoot any issues that might arise for youth at their work site. They will also be acting in a role of support and mentorship for interns assigned to them.

The position will be supervised by the Right Track Manager and will work closely with the rest of the Right Track team.

Primary Responsibilities:

- Collaborate with other staff and interns in planning weekly meetings
- Facilitate groups of teens in workshops developing professional skills
- Build positive, caring relationships with teen participants
- Conduct site visits and/or phone calls at participants' worksites

- Lead ice-breaker activities and facilitate positive group development
- Ensure a high quality experience for organizations, supervisors, and interns

Qualifications:

- Demonstrated ability to build positive relationships with teens
- Experience facilitating groups and strong presence and comfort as a leader in a training room
- Comfortable using computers and teaching basic computer skills (i.e. email, Microsoft Word)
- Ability to follow through on tasks in a timely manner
- Ability to work with people from diverse socioeconomic and cultural backgrounds
- Good verbal communication and listening skills
- Interested in youth work and community engagement
- Understanding of corporate workplace norms and expectations: the Right Track Job Coach must have an eye for professional behaviors vs. typical teen social behaviors and constantly coach and provide feedback to students on how to “code switch” between the two

About Right Track

Right Track is Saint Paul’s pipeline for youth career development and building a diverse future workforce. It brings together the City of Saint Paul, Saint Paul Public Schools, businesses and community-based organizations to provide work readiness and employment opportunities for youth.

Right Track Youth Jobs 02 (YJ02) offers professional internships in office settings for youth in 11th or 12th grade who have worked a job before and are ready for a new challenge. Eighty-nine St. Paul youth successfully completed YJ02 internships through Right Track last summer; in prioritizing the quality of internships for both supervisors and youth and arranging opportunities for learning and growth, Right Track is working to create a better future for today’s youth and the City of St. Paul.

Visit <http://righttrack.stpaul.gov>, [Facebook](#) or [Twitter](#) for more information.

Interested applicants should submit a resume and cover letter to RightTrack@ci.stpaul.mn.us by 4:30 P.M. on FRIDAY, MARCH 20. In the cover letter, please describe why you are interested in the position and what experience and/or training you have that prepares you for this type of role.